AOA CHAMPIONS OF CHANGE (CC) GROUP
TERMS OF REFERENCE

All AOA Committee and Working Group actions and behaviours must align with the AOA Ethical Framework

1. Aim

The AOA CC Group will work with the, AOA Board, OWL Committee and AOA membership in taking action against gender inequality within the organisation.

2. Objectives

2.1. To work with the OWL Committee to step up beside women to listen and learn from their experiences and leadership and advocate for women's representation.
2.2. Prioritise achieving progress on women's representation by seeking out innovative and effective approaches and investing time to achieve aspirations.
2.3. Identify and implement progressive and high impact actions that disrupt the status quo to create meaningful and sustainable change.
2.4. Lead with action and advocacy, by working with the state branches, subspecialty societies, AOA Committees.
2.5. Assisting with the implementation of the relevant milestones in the AOA Diversity Strategy.

3. Membership

3.1. The CC Group Chair will be appointed by the Board
3.2. The CC Group will consist of the:
- Chair
- Board representative
- Members nominated from each State Branch
- Federal Training Committee representative
- Two representatives from the OWL membership, with at least one being in their final two years of training or first five years of practice

3.3. Members of the CC Group must be AOA members and are appointed by the Board. The CC Group can recommend members to the Board.
3.4. Members of the CC Group shall serve for no longer than 4 consecutive years. The Chair shall not serve for more than 4 years. Thereafter they shall not be eligible to serve as members of the CC Group until 2 years have elapsed since the expiration of their term of office.
3.5. Non-members of the CC Group may be invited to attend meetings of the CC Group at the request of the Chair to provide advice and assistance where necessary. In special circumstances, non-members of the CC Group may include non-members of AOA.
3.6. Non-members of the CC Group who attend meetings at the invitation of the Chair have "observer" status and do not have voting rights. They may be requested to leave the meeting at any time by the Chair.

4. Chair

4.1. The Chair of the CC Group shall be appointed by the Board and must be a Fellow of the Association.
4.2. The term of the Chair shall be determined by the Board and shall not exceed 4 years.
4.3. The Chair's responsibilities include:
- Scheduling meetings and notifying committee members;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome;
- Review and approve the draft minutes before distribution; and
- Reporting to the Board as required.

5. Meetings

5.1. Meetings will be conducted according to normal meeting procedures.
5.2. The CC Group shall meet at least three times a year or as required.
5.3. The CC Group will meet via teleconference, any requests for face-to-face meetings must be approved by the Board.
5.4. The Chair shall ensure that minutes are recorded of all meetings of the CC Group.
5.5. Questions arising at a CC Group meeting shall be determined by a majority of the members present and voting. A decision by a majority of the members present shall be regarded for all purposes as a decision of the CC Group.
5.6. If there is an equality of votes the Chair of the meeting shall have a second or casting vote.

6. Declaration of interests

6.1. All members of the CC Group shall declare any interests in relation to specific agenda items for meetings of the CC Group. The opportunity to do so must be provided at the start of all CC Group meetings.
6.2. All declarations must be recorded in the minutes of the meeting.
6.3. If a member of the CC Group has a conflict of interest in relation to a specific matter, the member must abstain from voting on that matter. The member may participate in the discussion on that matter, subject to the approval of the CC Group.
6.4. Any decision reached by the CC Group under a conflict of interest will be recorded and reported in the minutes of the meeting. The minutes will include:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict.

7. Governance and Reporting

7.1. The CC Group is a Working Group of the Board and reports the Board.
7.2. The Chair shall provide a written report on the activities of the CC Group to each face-to-face meeting of the Board.
7.3. The Chair shall provide a written report on the annual review of the performance of the CC Group to the October meeting of the Board.

8. Performance measures

8.1. Adherence to AOA Ethical Framework Values & Principles
8.2. The CC Group determines appropriate action in response to address gender inequality, in a timely manner.

9. Review of MCC Group

9.1. The CC Group shall undertake an annual review of its performance, effectiveness and composition, prior to the October meeting of the Board.
9.2. As part of this review, the CC Group shall also review its Terms of Reference and recommend to the Board any necessary revisions.

10. Administrative support

Administrative support for the CC Group shall be provided by the Strategic programs Manager or other staff member as determined by the CEO.

11. Revision history

Date of approval of the Terms of Reference by the Board:	**New CC Group**
Last review of the Terms of Reference:	**March 2019**
Date of Board approval of revisions, if applicable:	**March 2019**
Next review of the Terms of Reference:	**March 2021**